



## 1. Introduction

At Boho Arts, we greatly value the contributions and support of our volunteers. This policy outlines the guidelines and expectations for individuals who volunteer their time, skills, and expertise to assist us in achieving our mission. The policy applies to all volunteers engaged in event activities for Boho Arts.

## 2. Volunteer Roles and Responsibilities

### 2.1. Role Description

Each volunteer will be provided with a clear role description, outlining the tasks, responsibilities, and expected commitment associated with their volunteer position. The role description will help both the volunteer and Boho Arts understand the scope and purpose of their involvement.

### 2.2. Commitment and Availability

Volunteers are expected to commit to the agreed-upon schedule and inform the designated contact person in advance if they are unable to fulfil their duties. Boho Arts understands that circumstances may arise that prevent volunteers from fulfilling their commitment and will strive to be flexible and accommodating when necessary.

### 2.3. Professional Conduct

Volunteers are expected to act in a professional and respectful manner while representing Boho Arts. This includes treating staff, fellow volunteers, and members of the public with courtesy and respect and adhering to the organisation's policies and procedures.

### 2.4. Confidentiality and Privacy

Volunteers may have access to confidential information regarding Boho Arts, its donors, partners, and beneficiaries. Volunteers are required to respect the confidentiality and privacy of all sensitive information and data obtained during their volunteer activities. Any unauthorized disclosure or use of confidential information is strictly prohibited.

## 3. Volunteer Recruitment and Selection

### 3.1. Application Process

In the first instance, prospective volunteers will be required to complete a skills survey form providing necessary personal information, relevant experience, and skills, and areas of interest. We will respond to you within 1 week and hold your information on file until an opportunity arises. For specific opportunities, we may contact you for reference checks and run a short interview process to assess suitability for the desired volunteer position. N.B. The skills audit form can be found on our website [here](#). Alternatively, please email, text or phone us to receive a copy using the contact details at the end of this document.

### 3.2. Volunteer Screening

Boho Arts is committed to ensuring the safety and well-being of its beneficiaries, staff, and volunteers. Therefore, background checks, including criminal record checks, may be conducted for certain volunteer roles involving direct contact with vulnerable populations or sensitive information.

### 3.3. Volunteer Event Orientation and Training

Upon acceptance as a volunteer for an activity or event, individuals will be provided with an orientation session to familiarize them with Boho Arts' mission, policies, and procedures. Additionally, volunteers may receive specific training relevant to their roles to ensure they can perform their duties effectively and safely.

## 4. Volunteer Support and Recognition

### 4.1. Supervision and Support

Boho Arts will provide adequate supervision and support to volunteers, including a designated staff member or volunteer coordinator who will be available to address any queries, provide guidance, and ensure volunteers have the resources they need to carry out their tasks.

### 4.2. Feedback and Evaluation

Volunteers will have the opportunity to provide feedback on their volunteer experience and offer suggestions for improvement. Periodic evaluations may also be conducted to assess volunteer performance, recognise achievements, and provide opportunities for growth and development.

### 4.3. Volunteer Recognition

Boho Arts acknowledges and appreciates the valuable contributions made by its volunteers. Efforts will be made to recognize and celebrate the achievements, dedication, and impact of volunteers through events, certificates, awards, or other forms of appreciation.

## 5. Health and Safety

Boho Arts is committed to providing a safe and healthy environment for volunteers. Necessary precautions and safety measures will be implemented to minimize risks associated with volunteer activities. Volunteers are expected to comply with all health and safety guidelines, report any hazards or incidents promptly, and seek assistance when needed.

## 6. Insurance Coverage

Boho Arts will maintain appropriate insurance coverage to protect its volunteers against liability.

## 7. Reimbursements and Expenses

Where possible, Boho Arts' volunteers will be reimbursed for reasonable expenses while carrying out their duties. These expenses may include basic travel costs, meals, accommodation, training fees, supplies, and uniforms to be agreed in advance before the engagement of a volunteer. Boho Arts will provide our expenses claim form, and volunteers will be required to complete the form and provide receipts.

## 8. Food and Drinks Provision

Where possible and appropriate, Boho Arts will provide food, soft and hot drinks to volunteers during break times of carrying out their duties at events.

For any Volunteer enquiries you may have, contact

[vols@bohoarts.co.uk](mailto:vols@bohoarts.co.uk)

Phone or Text 07766 214 255